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ABSTRACT

This alphabetically arranged annotated bibliography was prepared to assist researchers using the New York State Library in locating basic library research guides in a variety of subject areas. The 116 entries cover general, business, humanities, science and technology, and social science topics. A subject index is provided. (DMC)

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LIBRARY RESEARCH GUIDES: WHERE TO BEGIN

A Selected, Annotated Bibliography
B-82

Compiled by:
Dorothy Holt
Librarian

June 1982

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LIBRARY RESEARCH GUIDES: WHERE TO BEGIN

1 AIDS TO HISTORICAL RESEARCH, J.M. Vincent. New York. D.Appleton-Century, 1934, 173p.
907 V77ai
Designed for beginners conducting historical research in the Social Sciences. Explains paleography, chronology, seals, heraldry, genealogy, geography and weights, measures and money.

2 THE ART OF LITERARY RESEARCH, R.D.Altick. New York. W.W.Norton, 1963, 240p.
807.2 A468
Weaves theory and method with examples from literary tradition. Notes several library collections. Covers note-taking and composition. Includes an annotated bibliography devoted to several branches of literary scholarship.

3 ART RESEARCH METHODS AND RESOURCES: A GUIDE TO FINDING ART INFORMATION, L.S. Jones. Dubuque, IA. Kendall/Hunt, 1978, 243p.
RR707.2 qJ77 79-29921
Comprehensive. Surveys research methods and basic sources. Gives practical advice on obtaining reference materials. Emphasizes English-language materials. Uses facsimilies of pages from major reference sources as guides to their use.

4 ASSIGNMENTS PREPARED BY A GROUP OF LEGAL RESEARCH TEACHERS TO ACCOMPANY FUNDAMENTALS OF LEGAL RESEARCH, E.H.Pollack. Brooklyn, Foundation Press, 1962, 121p.
RR Law
Includes research methods and exercises. Summary of procedures appears on pp.100-106.

5 ASTRONOMY AND ASTROPHYSICS: A BIBLIOGRAPHICAL GUIDE, D.A.Kemp. Hamden, CT. Archon, 1970, 584p.
016.52 K32
Covers reference tools, star catalogues and several allied topics. Includes subject index, author index and glossary of abbreviations.

6 BASIC GUIDE TO RESEARCH SOURCES, R.O'Brien and J.Soderman, eds. New York. New American Library, 1975, 245p.
011.02 013 76-6686
Covers basic sources in three parts: part one explores tools and problems; part two is arranged by form; part three is arranged by subject. Annotates over 700 sources.

7 BASIC RESEARCH METHODS IN SOCIAL SCIENCE: THE ART OF EMPIRICAL INVESTIGATION, J.L.Simon. New York. Random House, 1978, 558p.
300.18 S595 1978
Supplements theory with examples. Evaluates each step with careful questioning.

8 A BIBLIOGRAPHIC GUIDE TO EDUCATIONAL RESEARCH, D.M.Berry. Metuchen. Scarecrow, 1980, 215p.
016.37 B534 75-15778
Covers periodicals, pamphlets, audiovisual materials, textbooks, children's literature, programmed instruction, computer-assisted instruction, bibliographies, indexes, encyclopedias, statistical sources, directories, biographical sources and handbooks on methodology and the preparation of research papers.

9 BIBLIOGRAPHIES AND LISTS OF NEW YORK STATE NEWSPAPERS: AND ANNOTATED GUIDE, P.Mercer, comp. Albany. The Unviversity of the State of New York. The State Education Education Department, New York State Library, 1981, 79p. (Bulletin #87)
LIB 132-4 BIBLN 81-71608
Drawn from collections of the New York State Library, the New York Public Library, the American Antiquarian Society, and the New York Historical Society. Includes regional, national and international bibliographies, New York State Sources, and unpublished lists. Indexed by author, title and place.

10 A BRIEF GUIDE TO SOURCES OF SCIENTIFIC AND TECHNICAL INFORMATION, S.Herner. Arlington, VA. Information Resources Press, 1980, 160p.
016.5 H558 1980
Annotated list of sources divided by type: standard guides; current awareness tools; past research; ongoing research sources; major American library resources and collections.

11 A BUSINESS INFORMATION GUIDEBOOK, O.Figueroa and C.Winkler. New York, American Management Associations, 1980, 190p.
R016.33 F475 80-32347
Includes coding systems, geographical categories, Standard Industrial Classification System (SIC), the Establishment Standard Industrial Classification System (ESIC), and the Federal Government Document Depository Program. Resources listed by subject. Includes sources on personal investing.

12 CHEMICAL INDUSTRIES INFORMATION SOURCES, T.P.Peck. Detroit, MI. Gale Research, 1979, 595p. Management Information Guide #29
RR660.07 P367 79-27468
Lists government agencies, professional societies and research institutes. Subject areas include agriculture, bioengineering, petroleum engineering and paper and pulp technology.

13 A COMPREHENSIVE BIBLIOGRAPHY FOR THE STUDY OF AMERICAN MINORITIES, W.C.Miller. New York. New York University Press, 1976, 1380p.
R016.97304 qM652 77-33340
In two volumes. Divided by geographical origin. Covers language, history, sociology, economics, education, literature, religion, biography and the arts in periodicals, dictionaries, bibliographies and encyclopedias. Partially annotated. Includes author and title indexes. Over 29,000 entries.

14 COMPUTER SCIENCE RESOURCES: A GUIDE TO PROFESSIONAL LITERATURE, D.Myers, comp. White Plains, Knowledge Industry Publications, 1981, 346p.
R001.64072 qM996 82-22524
Lists several thousand reference tools covering all aspects of data processing. Includes 800 books, 400 computer-related journals, technical reports, indexing and abstracting sources, directories, dictionaries, hand books, university computer center newsletters, software resources, proceedings of meetings and programming languages with 100 subject headings. Includes publishers' index.

15 THE CONCISE GUIDE TO LIBRARY RESEARCH, G.W.Morse. New York. Fleet Academic, 1975, 262p.
R011.02 M885 1975
Gives basic procedures involved in library research, beginning with question negotiation. Covers general reference materials, subject reference works and periodical use.

16 THE CRITICAL METHOD IN HISTORICAL RESEARCH AND WRITING, H.C.Hockett. New York. MacMillan. 1955, 330p.
973 H68 1955
Discusses the principles of historical criticism and the procedures involved in professional, historical writing. Lists important collections. Includes illustrations.

17 EFFECTIVE LEGAL RESEARCH, M.O.Price. Boston. Little, Brown. 1969, 503p.
RR LAW
Explains the nature of law and the efficient use of law books. Describes standard law sources.

18 EFFECTIVE RESEARCH AND REPORT WRITING IN GOVERNMENT, J.Monroe. New York. McGraw-Hill. 1980, 289p.
808.06636 M753 80-26132
Covers data collection, outlining, audiences, and the use of statistics.

19 ERVIN H. POLLACK'S FUNDAMENTALS OF LEGAL RESEARCH, E.H.Pollack. Mineola, NY. Foundation Press. 1973, 565p.
LAW/TEXT
Covers research methods applied to court reports, Federal and state decisions; digests; annotated law reports; constitutions; federal, state, and municipal legislation; court procedure; administrative practice; Shepard's citation's encyclopedias; treaties; restatements; model codes; and uniform laws. Includes miscellaneous research aids such as attorneys general opinions, law dictionaries, formbooks, appeal papers and legal directories. Chapter 21, pp.449-459 includes an analysis of research procedure.

20 FICTION GUIDES; GENERAL: BRITISH AND AMERICAN, G.B.Cotton and H.M.McGill. Hampden, CT. Archon Books, 1967, 126p.
R016.823009 C851
Covers guides, histories, surveys, and reading lists. Appendices include guides to research, reviews, criticism, pseudonyms, translations, tracing tools, library catalogues, and biographies.

21 FINDING FACTS FAST: HOW TO FIND OUT WHAT YOU WANT AND NEED TO KNOW, A.Todd. Berkeley, CA. Ten Speed Press, 1979, 123p.
R028.7 T633 80-28301
Organized in three parts: a discussion of research in general; techniques of research; and index. Author describes the process of research from his personal experience as a journalist, editor and teacher. Written with humor and insight. Uses techniques employed by the reference librarian, the university scholar, the investigative reporter and the detective.

22 FINDING FACTS: INTERVIEWING, OBSERVING, USING REFERENCE SOURCES, W.L.Rivers. Englewood Cliffs. Prentice-Hall, 1975, 226p.
R808.02 R622 75-13662
Written by a journalist and English professor, this book offers a laymen's approach to library usage. See especially, pp.76-157.

23 FINE ARTS: A BIBLIOGRAPHIC GUIDE TO BASIC REFERENCE WORKS, HISTORIES AND HANDBOOKS, D.L.Ehresmann. Littleton, CO. Libraries Unlimited, 1979, 349p.
R016.7 E33 76-3592 1979
Inclusive of material to September 1978. Over 1670 annotated entries in the following forms: library research manuals, bibliographies, specialized art libraries, indexes, directories, dictionaries and encyclopedias. Covers Prehistoric, Primitive, Western, European, Oriental, New World, Africa and Australian art with some comment on architecture, sculpture and decorative arts.

24 FOUNDATION FUNDAMENTALS: A GUIDE FOR GRANTSEEKERS, C.M.Kurzig. The Foundation Center, 1980, 148p.
RT 361.763 K96 80-32606
Includes a discussion of government, corporate, profit-making and nonprofit-making foundations; advice on seeking grant information according to geographical area; ordering information, regional collections, and directories; sample subject search, geographic search and prospect research.

25 FUNDAMENTAL REFERENCE SOURCES, F.N.Cheney and W.J.Williams. Chicago. American Library Association, 1980, 351p.
RR011.02 C518 1980
Covers biographical, statistical, encyclopedic and geographical sources. Includes periodical indexes and abstracts.

26 FUNDAMENTALS OF LEGAL RESEARCH, J.M.Jacobstein and R.M.Mersky. Mineola, NY. Foundation Press, 1977, 660p.
RR LAW 78-24522
An aid to novice law students. Includes material from the 1973 edition. Adds chapter on computers and microform as well as a chart on legal research procedure on page 499.

27 GATEWAY TO AMERICA: GENEALOGICAL RESEARCH IN THE NEW YORK STATE LIBRARY. Albany. The New York State Library, 1980, 27p.
LIB 132-4 GATAG 80-70324

Offers a step-by-step approach to the use of the genealogy collection. Describes the microfiche catalog, card files, location symbols, indexes, and periodicals. Reviews the use of archival records, collections in historical societies and museums, and guides to state and local records. Partially annotated.

28 GIFTED EDUCATION: A SPECIAL INTEREST RESOURCE GUIDE IN EDUCATION, S.Lake, comp. Phoenix. Orynx, 1981, 110p.
371.95 qL192 81-33837
Annotated. Includes general guidebooks, program models, teacher education, programming for special populations, curricula, instruction and administration of the gifted.

29 GOVERNMENT PUBLICATIONS AND THEIR USE, L.F.Schmeckebier and R.B.Eastin. Washington, D.C. Brookings Institute, 1969, 502p.
R016.32873 S34a3
A guide to acquisition and use. Describes basic guides, indicates uses and limitations of available indexes and bibliographies. Explains numbering systems and titling methods and notes important publications. Covers presidential papers, foreign affairs, congressional papers, court decisions, and state and Federal laws. Includes list of depository libraries.

30 GUIDE TO BASIC INFORMATION SOURCES IN CHEMISTRY, A.Antony. New York. Norton, 1979, 219p.
540.7 A635 81-30312
Arranged by type of source. Includes chapter on search strategy; Indexed by author, title and subject. Annotated.

31 GUIDE TO BASIC INFORMATION SOURCES IN ENGINEERING, E.Mount. New York. John Wiley & Sons, 1976, 196p.
R607 M928 77-27569
Designed for engineering students and researchers. Select, annotated listing. Initial chapter instructs reader in the use of the library, librarian, reference room, and sources. Tells researcher how to pace himself for maximum results in the research process.

32 GUIDE TO BASIC INFORMATION IN THE VISUAL ARTS, G.Muehsam. Santa Barbara, CA. ABC-Clio, 1978, 266p.
R700.7 M948 78-25354
Focus is on the history of Western art and architecture. Arranged in four sections: core materials, periods of western art, art forms and techniques and national schools of art. A bibliography (pp.199-247) lists 1,045 titles. Emphasizes general works in the English language.

33 A GUIDE TO HISTORICAL METHOD, R.J.Shafer. Homewood, IL. Dorsey Press, 1980, 272p.
907.2 S525S 1980
Covers the varieties of historical literature; problems in historical thinking; selection and refinement of subjects; collection of historical evidence, analysis and synthesis; writing and rewriting; footnotes and bibliography.

34 GUIDE TO LIBRARY RESOURCES FOR NURSING, K.P.Strauch and D.J.Brundage. New York. Appleton-Century-Crofts, 1980, 509p.
R016.61073 S912 82-22481
Arranged in two parts: section one covers general reference sources, annotates books on several areas of nursing and lists pertinent periodicals; section two provides an introduction to the library and miscellaneous information on computerized literature searches. Includes selected publications from the National League for Nursing, the American Nurses' Association and from the Federal government.

35 A GUIDE TO LIBRARY SOURCES IN POLITICAL SCIENCE: AMERICAN GOVERNMENT, C.E.Vose. Washington. American Political Science Association, 1975, 135p.
R016.320973 V961 76-8351
Covers sources of the government publications of Congress, the Executive Branch, and the Federal courts. Includes almanacs, biographies, political dictionaries, and encyclopedias. Covers basic steps in library and archival research, including interlibrary loan procedures.

36 A GUIDE TO PHILOSOPHICAL BIBLIOGRAPHY AND RESEARCH, R.J.DeGeorge. New York. Meredith, 1971, 141p.
R016.1 D317
Annotated, if not self-explanatory by title. Includes dictionaries, encyclopedias, histories, bibliographies, library catalogs, doctoral dissertations, serials, biographies and a section on critical and textual bibliography. Extensive index, pp.119-141.

37 GUIDE TO PUBLIC ADMINISTRATION, D.A.Cutchin. Itasca, IL. F.E.Peacock, 1981, 159p.
R350.0003 C988 81-33005
Arranged in five divisions: definitions, pp. 1-103; research sources; journals; abstracts; and organizational charts for the U.S. Executive Branch. Annotated.

38 GUIDE TO RECORDS IN THE NEW YORK STATE ARCHIVES, New York State Archives. Albany. The Archives, 1981, 165p.
ARC 955-4 GUIRN 82-70345
Records range from seventeenth century Dutch colonial material to recent files of state agencies. Arranged according to organizational agency structure. Includes the historical background of most state agencies.

39 A GUIDE TO SOURCES OF EDUCATIONAL INFORMATION, M.Woodbury. Washington, D.C. Information Resources Press, 1976, 371p.
R016.37 W885 76-13318
Describes research tools such as dictionaries, directories, yearbooks, bibliographies, statistical sources, abstracting, indexing and current awareness services. Discusses funding, legislation, foundations, non-print materials and state library services. Includes a chapter on the research process. Supplements Berry. (see #8)

40 GUIDE TO STATE LEGISLATIVE MATERIALS, M.L.Fisher. Littleton, CO. Fred B. Rothman & Co. AALL Publ. Series No. 15
RR Law Looseleaf
Covers the status of pending legislation, legislative intent, regulations, attorney general opinions, and executive pronouncements. Includes addresses of pertinent officials.

41 GUIDE TO TAXATION, PUBLIC FINANCE AND RELATED LITERATURE. Fund for Public Policy Research.
R016.33673 G946 75-3043
In three volumes: Volume 1. (1975) 638 p. Covers materials to 1974. Annotated. No index. 2. (1076) 709 pp. Covers materials from 1971-1975. 3. (1977) 540pp. Covers materials to 1976.

42 A GUIDE TO THE LITERATURE OF ART HISTORY, E.Arntzen and R.Rainwater. Chicago. American Library Association, 1980, 616p.
R016.709 qA767 81-24409
Arranged in four categories: general reference sources; primary and secondary sources; particular acts and serials. Divided further by genre or subject and arranged alphabetically. Author, title and subject index. Supplements Chamberlin's Guide to Art Reference Books.

43 A GUIDE TO THE LITERATURE OF ASTRONOMY, R.A.Seal. Littleton. Libraries Unlimited, 1977, 306p.
R016.52 S438 79-26453
For the novice as well as the experienced astronomer. Covers four broad areas: general astronomy, practical and spherical astronomy, theoretical astronomy and descriptive astronomy. Selective, annotated, English-language. Includes catalogs, book reviews, abstracting and indexing services, translations, directories, encyclopedias, manuals, yearbooks, atlases, professional journals, technical reports, and general texts. Updates Kemp. (See #5)

44 A HANDBOOK OF INFORMATION SOURCES AND RESEARCH STRATEGIES IN PUBLIC ADMINISTRATION, M.G.Rock. San Diego. Institute of Public and Urban Affairs. San Diego State University, 1979, 236p.
R016.35 qR682 81-21998
Reviews texts on local, state and Federal administration and includes a section on researching government documents. Compares journals for their levels and specialty. Examines twenty relevant indexing systems. Covers reference books and government yearbooks.

45 HEALTH SCIENCES AND SERVICES: A GUIDE TO INFORMATION SERVICES, L.F.Lunin. Detroit. Gale Research Company, 1979, 614p. Management Information Guide: 36
RR016.610973 L963 80-25859
Lists encyclopedias, guides, bibliographies, glossaries, manuals, directories, atlases, abstracting services, indexing services, data bases and pertinent organizations in the health sciences. Partially annotated. A user's guide offers searching tips for the novice.

46 HEALTH STATISTICS: A GUIDE TO INFORMATION SOURCES, F.O.Weise. Detroit. Gale, 1980, 137p.
R016.362102 W427 80-26305
Covers the following: vital statistics, morbidity data for chronic and communicable diseases; health resources data; health services utilization; and health care cost and expenditures. Includes newsletters, journals, private associations, government agencies and library referrals.

47 THE HISTORIAN'S HANDBOOK: A DESCRIPTIVE GUIDE TO REFERENCE WORKS, H.J.Poulton. Norman. University of Oklahoma Press, 1972, 304p.
R016.9 P876
An annotated list of tools for conducting historical research: guides, manuals, encyclopedias, dictionaries, almanacs, serials, newspapers, geographical and biographical aids, primary sources and dissertation listings, legal sources, and government publications.

48 HISTORIC PRESERVATION: A GUIDE TO INFORMATION, A.S.Markowitz. Detroit. Dale Research, 1980, 279p.
R016.36369 M346 80-30346
Arranged thematically. Covers financial, legal and planning aspects. Includes guides, surveys, histories, bibliographies, abstracts, indexes and unpublished doctoral dissertations.

49 HOW TO DO LIBRARY RESEARCH, R.B.Downs. University of Illinois Press, 1966, 179p.
R028.7 D751
Designed for the general researcher as well as the scholar. Covers basic research tools in all areas. Discusses 100 major American collections. Includes specialized subject reference books.

50 HOW TO FIND CHEMICAL INFORMATION: A GUIDE FOR PRACTICING CHEMISTS, TEACHERS AND STUDENTS, R.E.Maizell. New York. Wiley-Interscience, 1979, 261p.
540.7 M232 81-30319
Discusses basic concepts, information flow and search strategies. Includes a discussion of communication methods, including meetings, patents, abstracts, reviews, books and other sources, computerized or printed. Analyses of each source's limitations as well as an outline of the search strategy applicable to each.

51 HOW TO FIND INFORMATION ABOUT COMPANIES, Washington, D.C. Washington Researchers, 1981, 333p.
RR658.00973, qW319, 79-26458, 1981
Covers local, state, Federal government; the courts; trade and professional associations; labor unions; library resources; data bases; and private sector services.

52 HOW TO FIND OUT: A GUIDE TO SOURCES OF INFORMATION FOR ALL, G.Chandler. New York. Pergamon Press Ltd., 1967, 198p.
016.0287 C455a
Explains the Dewey Decimal Classification System. Covers basic indexes, abstracts, dictionaries, periodicals and other sources of information. Indicates types of sources rather than providing an exhaustive list. Propo es search strategies.

53 HOW TO FIND OUT ABOUT BANKING AND INVESTMENT, N.Burgess. New York. Pergamon Press, 1969, 300p.
R016.332 B955
Illustrates major banking directories, yearbooks, periodicals, guides, indexes, and abstracts. Worldwide coverage. Includes exercises.

54 HOW TO FIND OUT ABOUT THE ARTS: A GUIDE TO SOURCES OF INFORMATION, N.Carrick. New York. Pergamon Press, 1965, 164p.
R016.7 C316
Covers bibliographies, dictionaries, periodicals, and library collections. Included are sources on reproductions, portraits, iconography, art history, architecture, sculpture, drawing, design, painting and theatre.

55 HOW TO FIND OUT IN PHILOSOPHY AND PSYCHOLOGY, D.H.Borchardt. New York, Pergamon Press, 1968, 97p.
016.1 B726
Broad in scope. Covers dictionaries, encyclopedias, retrospective and current bibliographies, national bibliographies, subject bibliographies, journals, and handbooks. Includes important sources in Western European languages.

56 HOW TO FIND THE LAW, M.L.Cohen. St. Paul, MN. West, 1976, 542p.
LAW/TEXT
Explanation of legal reports, services, encyclopedias, and citators. Covers periodical literature, general reference

materials, social science reference materials, and international law. Includes illustrations and a bibliography.

57 HOW TO FIND U.S. STATUTES AND U.S. CODE CITATIONS, United States. Office of the Federal Register. National Archives and Records Service. General Services Administration. Washington, D.C. Government Printing Office, 1980, 9p.
R345 U54 1980
A quick and easy method for finding current and accurate citations.

58 HOW TO SECURE AND MANAGE FOUNDATION AND FEDERAL FUNDS IN THE 1980'S, T.M.Lawe. Dallas, TX. MRDC Educational Institute, 1980, 183p.
RT658.15224 L417 81-30627
Covers the following areas: types of grants, fund-raising strategy, grant proposal/application preparation, grant program management, contract research, program evaluation, and sample proposals.

59 HOW TO TRACE FEDERAL LEGISLATION, G.Johnson, comp. Information Hotline, v.8 #11, December 1976, pp.20-22.
029.7 qS4168
Lists the steps involved from bill's introduction to its passage. Includes glossary. Covers reference tools and citations.

60 HOW TO USE THE PATENT COLLECTION OF THE NEW YORK STATE LIBRARY, A.Beach. Albany. The University of the State of New York The State Education Department. The New York State Library, 1980, 31p.
LIB 132-4, HOW UP, 78-70840, 1980
Covers search procedure, application filing, reference tools, and U.S. Laws and Statutes. Lists registered patent attorneys and agents. Includes bibliographies of foreign and domestic literature and periodicals. Annotated. Includes New York State Library call numbers.

61 THE HUMANITIES: A SELECTIVE GUIDE TO INFORMATION SOURCES, A.R.Rogers. Littleton, CO. Libraries Unlimited, Inc., 1979, 355p.
RR016.0013 R724 75-8032 1979
Includes bibliographic guides, bibliographies, indexes, abstracts, dictionaries, encyclopedias, histories, directories, anthologies, special collections, and current awareness services in the fields of philosophy, religion, mythology, language, and literature and in the visual and performing arts. Annotated.

62 INDEX TO LITERATURE ON THE AMERICAN INDIAN: 1970, J.Henry et al. Indian Historian Press, 1972, 177p.
R016.9701 I38 1970
Unannotated entries include periodical articles and books presented alphabetically by author and subject. Lists Native American publications including newsletters and journals with addresses.

63 INDIANS OF THE UNITED STATES AND CANADA: A BIBLIOGRAPHY, D.L.Smith, ed. Santa Barbara, CA. ABC-CLIO, 1974, 453p.
R016.9700497 I39 76-1810
Over 1600 annotated entries. Covers pre-Columbian indian history as well as history from the 15th to the 20th centuries. Divided by geographical area, describes each tribe and tribal history.

64 INFORMATION SOURCES IN SCIENCE AND TECHNOLOGY, C.C.Parker. Boston, MA. The Butterworth Group, 1975, 223p.
R507 P238 77-31745
Introductory guide. Designed for scientists, engineers, students and librarians. Offers a step-by-step approach from determining a plan of action to evaluating the retrieved information.

65 INTERNATIONAL BUSINESS AND FOREIGN TRADE: INFORMATION SOURCES, L.J.Wheeler. Detroit, MI. Gale Research, 1968, 221p. Management Information Guide #14.
R016.65818 W563
An annotated bibliography of sources covering theory, statistics, investment, financing, commerce, marketing, advertising, periodicals, directories, organizations, schools, and reference books. Scope is worldwide. Includes author, title, source, and subject indexes.

66 INTRODUCTION TO LIBRARY RESEARCH IN GEOGRAPHY: AN INSTRUCTION MANUAL AND SHORT BIBLIOGRAPHY, T.L.Martinson. Metuchen, NJ. Scarecrow, 1972, 168p.
910.72 M386
A manual covering the use of printed catalogs, serials, government publications, guides, statistical sources, and subject bibliographies in geography. Includes a flow chart for searching.

67 INTRODUCTION TO REFERENCE SOURCES IN THE HEALTH SCIENCES, F.W.Roper and J.Boorkman. Chicago. Medical Library Association, 1980, 256p.
RR016.61 R784 81-21330
Annotated listing of indexing and abstracting services, computerized data bases, technical reports, drug information sources, and medical and health statistics. Particularly highlights U.S. publications.

68 INTRODUCTION TO UNITED STATES PUBLIC DOCUMENTS, J.Morehead. Littleton, CO. Libraries Unlimited, 1975, 289p.
R015.73 M838 76-1489
Arranged by issuing government agency. Features guides to Federal publications, Congressional publications, and to regulatory and independent agency publications.

69 JAPANESE SCIENTIFIC AND TECHNICAL LITERATURE: A SUBJECT GUIDE, R.W.Gibson, Jr. and B.K.Kunkel. Westport, CT. Greenwood Press, 1981, 560p.
R016.5 qG449 82-21656
Contains an analysis of information activities and bibliographic control in Japan. Covers the natural, medical, agricultural and applied sciences.

70 LEGAL ANALYSIS AND RESEARCH, M.D.Rombauer. Book Publishing, 1980, 161p.
LAW/TEXT
Chapter Five, pp.49-110, covers fundamental research materials and methods. Includes advice on question negotiation. Proposes specific problems and offers strategies. Designed as a course of instruction for law school students.

71 LEGAL PROBLEM SOLVING: ANALYSIS, RESEARCH AND WRITING. 3rd Edition, M.D.Rombauer. St. Paul, MN. West Publisher, 1978, 352p.
LAW/TEXT
Chapters four through nine, pp.87-227, cover basic resources found in the law library. Includes a step-by-step approach to researching laws, reports, and treatises. Covers question analysis and interpretation. Tailored to specific searches. Includes illustrations.

72 LEGAL RESEARCH IN A NUTSHELL, M.L.Cohen. St. Paul, MN. West Publisher, 1978, 415p.
RR LAW
Briefly covers primary sources, secondary sources, and finding tools. Provides sample pages. Details access to judicial reports, cases, statutes, legislative history, administrative law, looseleaf services, U.S. treaties, Internation Law, and foreign law. Describes the National Reporter System, official states' reports, and state research guides.

73 LEGISLATIVE INTENT IN NEW YORK STATE: MATERIALS, CASES AND ANNOTATED BIBLIOGRAPHY, R.A.Carter. Albany. The New York State Library Legislative and Governmental Services, 1981, 57p.
LIB 460-4 LEGIN 81-71478
Organized in two parts: 1) Legislative Intent of Statutes includes a discussion of committee reports, annual reports, debates, hearings, administrative opinions, bar association, commentary and Governors Bill Jackets and Memoranda; 2)Legislative Intent of Constitutional Amendments discusses committee reports, memoranda, and proceedings and reports of constitutional conventions. An annotated bibliography and appendices, supporting the above commentary, complete the publication.

74 LIBRARY RESEARCH GUIDE TO HISTORY: ILLUSTRATED SEARCH STRATEGY AND SOURCES, E.Frick. Ann Arbor. Pierian Press, 1980, 81p. Library Research Guides Series #4.
907.2 qF897 81-33392
Includes chapters on topic selection, library catalog usage, source evaluation, government document sources, and historical literature guides. Lists basic unannotated reference tools for each historical period. Emphasizes the interpretation of citations.

75 LIBRARY SEARCHING: RESOURCES AND STRATEGIES WITH EXAMPLES FROM THE ENVIRONMENTAL SCIENCES, J.M.Morris and E.A.Elkins. New York. Jeffrey Norton, 1978, 129p.
R029 M875 78-28511
Covers use of primary, secondary, tertiary, and nondocumentary sources. Details major abstracts and indexes. Includes flow charts for each strategy. Explores appropriate use of data bases. Includes glossary and a selected list of abstracts and indexes for the environmental sciences. Fundamental steps can be applied to all research.

76 THE LITERATURE OF GEOGRAPHY: A GUIDE TO ITS ORGANIZATION AND USE, J.G.Brewer. Hamden, CT. Linnet, 1973, 264p.
016.91 B847 73-12007 1978
Covers the literature of physical, human and regional geography, clarifying scope, structure, and use. Flow chart on page 21. Includes chapter on geographical methodology and thought.

77 MINORITY STUDIES: A SELECTIVE ANNOTATED BIBLIOGRAPHY, P.Oaks. Boston, G.K.Hall, 1975, 303p.
R016.97304 011 76-5139
Includes bibliographies, periodicals, and reference tools covering Native American, Spanish Americans, Mexican Americans, Puerto Rican Americans, Afro-Americans, Asian Americans and Racism.

78 THE MODERN RESEARCHER, J.Barzum and H.F.Graff. New York. Harcourt, Brace, Janovich, 1977, 378p.
907 B296a 1977
Covers research methods employed by scholars: rigorous question analysis, data verification, data linkage, and bias recognition. Includes a section dealing with the organization and revision of the product. Objective is to integrate the mass of accumulated material to tailor one specific question.

79 MUSIC REFERENCE AND RESEARCH MATERIALS: AN ANNOTATED BIBLIOGRAPHY, V.Duckles. New York. Free Press, 1974, 526p.
R016.78 D835 1974
Covers dictionaries, encyclopedias, histories, chronologies, and guides to systematic musicology. Includes bibliographies of music and music literature, catalogs of libraries' music collections and instrument collections, discographies, and directories. Indexed by author, title and subject.

80 THE NEGRO IN THE UNITED STATES: A RESEARCH GUIDE, E.K.Welsch. Bloomington. Indiana University Press, 1965, 142p.
016.301451 W458
Bibliographic essay covering research materials on Negro studies from the colonial period to the twentieth century. Covers the arts, politics, economics, education, and civil rights. Appendices include periodicals, organizations, and bibliographies.

81 OFFICIAL PUBLICATIONS OF NEW YORK STATE: A BIBLIOGRAPHIC GUIDE TO THEIR USE, D.Butch, comp. Albany. New York State Library, Legislative & Governmental Services, 1981, 31p.
LIB 132-4 OFFPN 81-71707
"This guide includes selected publications, both official and unofficial, which promote awareness of governmental history and which facilitate identification of government publications reflecting that history. Topics excluded from consideration relate to New York State Statutes, administrative law, judicial decisions and legislative history. . . "

82 ON THE USE OF THE RECORDS OF RESEARCH, The Library Quarterly, v.49 #2, April 1979, pp.127-145.
J020.5 L6933
A case for the use of secondary sources over primary research materials. Contends that the researcher/librarian could utilize time more efficiently using fewer sources.

83 PHYSICS LITERATURE: A REFERENCE MANUAL, R.H.Whitford. Metuchen, NJ. Scarecrow, 1968, 272p.
016.53 W595a
Selected list of sources pertaining to all branches. Arranged by approach (historical, experimental mathematical, educational, terminological and topical). Includes hints for beginners

as well as for the experienced researcher. Interwoven with historical background to stimulate interest.

84 PRINCIPLES OF SEARCHING, J.Benson and R.K.M.Maloney. RQ, v.14 #4, Summer 1975, pp.316-320.
025.52 R112
Analyzes the query in terms of type, language and parameters. Offers suggestions for conducting a more efficient search. Includes a model of the search process.

85 PROBLEMS IN LITERARY RESEARCH: A GUIDE TO SELECTED REFERENCE WORKS, D.Kehler. Metuchen, NJ. Scarecrow, 1975, 160p.
R808.02 K26 75-15417
Emphasis on English and American literatures, with some attention to comparative and foreign. Covers dictionaries, handbooks, guides, bibliographies, abstracts, indexes and directories. Includes review questions.

86 PUBLIC ADMINISTRATION IN AMERICAN SOCIETY: A GUIDE TO INFORMATION SOURCES, J.E.Rouse, Jr. Detroit. Gale, 1980, 553p. American Government and History Information Guide Series #11.
R353 R863 81-21581
Approximately 1700 selection which approach public administration from political, organizational, bureaucratic, economic, psychological, business, sociological, administrative and management viewpoints. Indexed by author, title and subject.

87 PUBLIC FINANCE: INFORMATION SOURCES, V.H.Knox. Detroit, MI. Gale Research Company, 1964, 142p. Management Information Guide #3.
016.301412 H894 78-23928
Annotated. Covers Federal, state and municipal revenues, expenditures, and debts. Lists services, periodicals, and indexes. International in scope.

88 REFERENCE RESOURCES: A SYSTEMATIC APPROACH, J.M.Doyle and G.H.Grimes. Metuchen, NJ. Scarecrow, 1976, 293p.
R025.52 D754 76-12898
Focus is on the logic of the bibliographic chain to enable the user to develop his own system. Includes flow charts and communication models. Covers abstracts, indexes, periodicals, books and unpublished works in the social sciences, humanities, and science, and technological areas.

89 REFERENCE SOURCES IN ENGLISH AND AMERICAN LITERATURE: AN ANNOTATED BIBLIOGRAPHY, R.C.Schweik and D.Riesner. New York. W.W.Norton, 1977, 258p.
R016.82 S413 78-29822
Introduction covers the critical use of reference sources. Stresses the necessity of a careful analysis of the research problem before commencing work and cautions the reader to be aware of various pitfalls.

90 THE RESEARCH AND REPORT HANDBOOK FOR MANAGERS AND EXECUTIVES IN BUSINESS, INDUSTRY, AND GOVERNMENT, R.Mayer et al. New York. John Wiley, 1981, 312p.
808.066651 M938 81-28451
Contains chapters on the preparation of business reports, special reports such as minutes, policy statements and proposals, preparing reports, and documentation.

91 RESEARCH GUIDE IN ECONOMICS, C.E.Helppie et al. Morristown, NJ. General Learning Press, 1974, 166p.
330.072 H483 75-6582
Offers good introduction to the pitfalls encountered in research. Covers theoretical, historical, and statistical considerations in pursuing economic research. Includes use of government documents, periodical indexes, and research models appropriate to the field. Includes a glossary and over 150 annotated sources.

92 RESEARCH GUIDE IN POLITICAL SCIENCE, C.Kalvelage and M.Segal. Morristown, NJ. General Learning Press, 1976, 244p.
320.072 K14 1976
A comprehensive guide covering practical aspects of research. Covers the use of the library for topic development. Annotates basic sources in the field. Extends coverage to include correspondence with government officials, biases of newspapers, statistical interpretative methods, and sources for sub-fields of interest.

93 RESEARCH GUIDE IN WOMEN'S STUDIES, N.B.Lynn, et al. Morristown, NJ. General Learning Press, 1974, 194p.
301.412072 L989 76-1485
Covers research methods, library usage, organizations, and research centers. An annotated list of abstracting services, bibliographies, government publications, library collections, newspapers, periodicals, and professional publications. Includes a subject compilation of sources in the following areas: economics, history, political science, psychology, and sociology.

94 RESEARCH IN PHILOSOPHY: A BIBLIOGRAPHIC INTRODUCTION TO PHILOSOPHY AND A FEW SUGGESTIONS FOR DISSERTATIONS, H.J.Koren. Pittsburgh, PA. Duquesne University Press, 1966, 203p.
016.81 K84
Arranged by period, language, country and thought. Covers material ancient and modern. Includes: periodical literature in philosophy and related fields; analytical and critical bibliographies; and encyclopedias, dictionaries and biographies. Indexed by name and subject.

95 RESEARCH IN TRANSPORTATION: LEGAL/LEGISLATIVE AND ECONOMIC SOURCES AND PROCEDURE, K.U.Flood. Detroit, MI. Gale Research Company, 1970, 126p. (Management Information Guide #20)
R016.3805 F631
Divided into three parts: Part One describes and evaluates digests, legal encyclopedias, citators, and legal publications. Part Two explains research procedure. Part Three covers bibliographies, statistical sources, directories, advisory services, newsletters, periodicals, pamphlets, and textbooks. Annotated.

96 SEARCHING FOR YOUR ANCESTORS: THE HOW AND WHY OF GENEALOGY, G.H.Doane. Minneapolis. University of Minnesota Press, 1973, 212p.
929 D63a2 1973
Covers use of libraries, town records, church records, government aid for research, arranging a genealogy and miscellaneous aids. Appendices include bibliographies, states' vital statistic records, census records and a bibliography of lists, registers, rolls and revolutionary soldier rosters.

97 THE SMALL BUSINESS SURVIVAL GUIDE: SOURCES OF HELP FOR ENTREPENEURS, J.R.Mancusa. Englewood Cliffs. Pentice-Hall, 1980, 422p.
658.022072 M269 81-33464
Includes chapters on advertising, franchising, bankruptcy, data processing, patents, taxes. Add sources of government information, directory of investment companies. Includes index.

98 SOCIAL SCIENCE RESEARCH HANDBOOK, R.McInnis and J.W.Scott. New York. Barnes and Noble, 1974, 395p.
R016.3 M162 76-1039
Covers over 1500 reference works. Analytical guide to sources found in academic libraries, but applicable to the New York State Library. Arrangement is in two parts: the first covers the general disciplines of social science, the second, its specialized subfields. Gives step-by-step instruction by means of cross references and notes on cited sources. Includes research strategy and glossary.

99 SOURCES OF BUSINESS INFORMATION, E.T.Coman, Jr. Berkely. University of California Press, 1964, 330p.
R016.65 C728a
Chapters One and Two, pp.1-34, include a rigorous analysis of the question and a selected annotated listing of sources. Covers, in detail, the hows and whys of loose-leaf services. Covers such topics as real estate, insurance, accounting, automation, management, personnel, industrial relations, marketing, advertising and public relations.

100 SOURCES OF INFORMATION IN THE SOCIAL SCIENCES. A GUIDE TO THE LITERATURE. (2nd ed.), C.M.White. Chicago. American Library Association, 1973, 702p.
016.3 W583g 1973
A partially annotated list of over 4,000 reference sources in eight areas: history, geography, sociology, anthropology, pschology, education, political

science and economics, and business administration. Includes theory, methodology, literature guides, sources of current information, and introductory essays by experts.

101 STATISTICS SOURCES, P.Wasserman and J.O'Brien. Detroit. Gale, 1981, 1388p.
RR311q S797 1981
Covers the use of dictionaries, guides, almanacs, U.S. Statistics, periodical sources, publications of major censuses, statistical abstracts of the U.S. and its supplements, guides to machine-readable data sources, international sources, publications of the United Nations and affiliated organizations.

102 SUBJECT GUIDE TO GOVERNMENT REFERENCE BOOKS, S.Wynkoop. Littleton, CO. Libraries Unlimited, 1972, 276p.
R015.73 W987
A general reference guide to sources published by the Government Printing Office and agencies. Selective, balanced, annotated. Includes almanacs, atlases, dictionaries, statistical sources, handbooks, manuals, catalogs, guides, directories, indexes, and biographical directories.

103 TRANSPORTATION ECONOMICS, J.P.Rakowski. Detroit. Gale, 1976, 215p. (Economics Information Guide Series)
R016.3805 R162 77-29174
Annotated. Includes books and periodical articles in the following areas of transportation: railroads, highways, air, water and urban. Covers government sources of information, business logistics, associations and trade groups. Indexed.

104 URBAN AND REGIONAL ECONOMICS: A GUIDE TO INFORMATION SOURCES, J.A.Shackelford. Detroit. Gale, 1980, 192p.
R016.3309173 S524 80-30327
Covers growth and development, planning and policy, problems, land use, industrial and spatial perspectives, models, techniques and historical aspects in the form of texts, bibliographies, essays and journals.

105 URBAN FINANCE AND ADMINISTRATION: A GUIDE TO INFORMATION SOURCES, J.McCaffrey and J.L. Mikesell. Detroit, MI. Dale, 1980, 225p. Urban Studies Information Guide Series v.12.
R016.3521097 M121 80-30344
"Contains monographs and journal articles on the urban fiscal environment, taxes, fiscal management, urban budgeting, and urban fiscal systems."

106 URBAN HISTORY: A GUIDE TO INFORMATION SOURCES, J.D.Buenker et al. Detroit. Gale, 1981, 448p. v.9 American Government & History Information Guide Series.
R016.3077609 B928 81-27551
Over 1900 entries include every era of American history and every area of the country. Arranged by topic which includes single city studies, regional studies, colonial towns, urban institutions, planning, architectural and renewal, class, ethnicity and race. Includes dissertations, texts, and journal articles only.

107 THE USE OF PERSONAL DOCUMENTS IN HISTORY, ANTHROPOLOGY AND SOCIOLOGY, Social Sciences Research Council. New York, 1945, 243p. (Bulletin No.53)
A 301 G68
Historical section concerns types of documents, criticism, and synthesis; anthropological considerations include types of documents, dreams, interviews, field techniques, analysis, presentation and interpretation of materials, and future research needs; sociological section covers contributions to sociological theory and research methods. Includes bibliography.

108 USES OF PHYSICS LITERATURE, H.Cobalns, ed. London. Butterworths, 1975, 290p.
R016.53 U84 77-27964
Covers bibliographies, reviews, abstracting and indexing services, pp.46-67.

109 USING LAW BOOKS, A.J.Lewis. Dubuque, IA. Kendall/Hunt, 1976, 91p.
RR LAW 77-32497
Basic, brief introduction to the use of law books. Restricted to essential details. Includes three charts for research strategy based upon one of the following assumptions: 1) student has general knowledge of area; 2) student has no knowledge 3) student has a special problem. Includes subject list of prominent law texts.

110 WHERE TO FIND BUSINESS INFORMATION, D.M.Brownstone and G.Carruth. New York. John Wiley & Sons, 1979, 616p.
RR016.33 qB885 80-24125
Includes magazines, newsletters, loose-leaf services, computerized data bases, printouts and microforms. International in scope. Over 5000 annotated entries.

111 WHERE TO FIND WHAT: A HANDBOOK TO REFERENCE SERVICE, J.M.Hilland. Metuchen. NJ. Scarecrow, 1975, 265p.
R011.02 H649 75-11157
A subject guide to reference books. Provides annotations for lesser known sources only. Covers sources appropriate for large libraries. Excludes out-of-print items. Over 450 subject headings. Dated.

112 WOMEN AND FEMINISM IN AMERICAN HISTORY: A GUIDE TO INFORMATION SOURCES. Detroit. Gale, 1981, 289p. (v.12 of American Government & History Series).
R016.3054097 T588 81-30217
In three sections: general resources, including manuscript collections, biographical directories and periodicals; historical periods; and ideology. Subsequent chapters address concerns of the women's movement, women in society and anti-feminism.

113 WOMEN'S STUDIES: A RECOMMENDED CORE BIBLIOGRAPHY, E.Stineman. Littleton, CO. Libraries Unlimited, Inc., 1979, 670p.
R016.301412 S859 80-25069
Evaluates over 1700 annotated entries covering the following fields: anthropology, biography, business, education, labor, fine arts, history, language, law, literature, medicine, sexuality, politics, psychology, religion, philosophy, sociology, sports and feminist theory. Includes periodicals. Author, title and subject indexes. Comprehensive.

114 WOMEN'S STUDIES SOURCEBOOK: A COMPREHENSIVE CLASSIFIED BIBLIOGRAPHY, J.D.King, comp. Allendale, MI. Grand Valley State Colleges Library, 1976, 68p.
016.301412 qK53 79-23343 1976
Forty-five subject areas. Detailed subject index.

Other Sources

1) Ethnic Studies: An Information Guide Series. Detroit, Gale Publishing Company.
Topics cover areas in the social sciences, humanities and current affairs.

2) Management Information Guide Series. Detroit, Gale Publishing Company.
Covers wide range of business topics. New York State Library owns the following volumes: 1-18, 20-22, 25-29, 31-32, 35, 36.

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